ADMINISTRATIVE-INTERNAL USE ONLY

5   AUG 1974

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT   :   SRD Work Measurement Data

1.   Attached is a copy of the SRD Work Measurement Statistical Report for FY 1975 covering the period through 31 July 1974.

2.   Examination of these statistics and those for the same period in 1973 reveals significant increases in Computer Support, Microfiche and Compartmented Information activities.   Modest increases occurred in Indices, Communications, Case Analysis, File Retirement and Outside Agency Name Check activities.

3.   Small decreases appeared in Information Processing Check and Case Processing activities.   A notable decrease has occurred in Filing activities which may indicate a long term trend towards a lower level of work.

STATINTL

Chief,
Security Records Division

cc: C/PPB

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Security Records Division

WORK MEASUREMENT STATISTICS - FY1975

ACTIVITY	BASE UNITS	Cumulative Through July 1973		Cumulative Through July 1974		Unit Trend.
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Processing.	Cases processed based on requests for a security clearance.	2157	11	2137	11	Down 20
Indices Activities.	Collective total of manual name searches, names changed, names grouped, cards typed, filed and purged, security documents numbered.	14528	7	19260	7	Up 4732
Filing Activities.	Collective total of files requested, files pulled, folders filed, files recharged, security documents filed, PRU requests, scope searches.	64167	12	55029	12	Down 9138
Computer Support Activities.	Collective total of names searched, systems update transactions, CIB transactions, Miscellaneous Keypunch Activity, 1050 Telecommunications transactions.	73678	12	132700	12	Up 59,022
Communication Activities.	Collective total of teletype, dispatch, Agency cable and non-Agency cable traffic, mail, notices and bulletins handled.	5260	4	6664	4	Up 1404

Security Records Division

WORK MEASUREMENT STATISTICS - FY1975

ACTIVITY	BASE UNITS	Cumulative Through July 1973		Cumulative Through July 1974		Unit Trend.
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Analysis Activities.	Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	934	5	1063	5	Up 129
Information Processing Check Activities.	Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors.	1415	2	1281	2	Down 134
File Retirement Activities.	Collective total of files reviewed for retirement to microfiche.	3963	3	4602	3	Up 639
Microfiche Activities.	Collective total of pages prepared and filmed.	16864	9	37421	9	Up

INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - July 1974

HIGHLIGHTS

1. The Chief, Information Systems Security Group (ISSG) and representatives from the Office of Weapons Intelligence and the Office of Joint Computer Support met with Mr. Wattles, former Director of Personnel at the request of Mr. Blake. Mr. Wattles briefed those present regarding a safeguard system software evaluation program used in missile launching systems. The idea of this system is to certify the correctness of the data and the program associated with missile launchings. Arrangements were made to explore the possibilities of using such a test system in CIA computer operations. A briefing has been arranged with National Security Agency personnel knowledgeable of the evaluation program.

2. The initial phase of the National Photographic Interpretation Center (NPIC) analysis, test, and evaluation has been completed; viz., the analysis. The evaluation and report will be completed by the end of September 1974.

3. The new Chief, ISSG, has been appointed the Information Systems Security Officer for the Agency vice the former Chief, ISSG.

4. Representatives of ISSG, the Office of Communications, Physical Security Division, and IBM met to discuss the problem of the introduction of new equipment to the Agency. Historically, new equipment has been introduced through sales representatives with little or no regard for security ramifications. It is hoped this liaison between the interested components and IBM will continue and be extended to other vendors.

5. On 12 July 1974 the Computer Security Seminar presented by the Information Systems Security Group was completed. The student critiques of the seminar indicated the speakers and the content were well received.

6. ISSG provided a computer security briefing for the Office of Joint Computer Support ADP Orientation course.

7. The semi-annual inventory of Joint Chiefs of Staff and CENTO documents was completed and certified during July.

8. A member of ISSG attended the Department of Defense Computer Institute computer security course.

ANALYSIS

The case load in ISSG remained stable during the month. Although people have been designated to fill the slots in the ISSG Policy Branch, they have not reported for duty to date. It is anticipated that both of these personnel will be on board in ISSG by mid-October 1974. In addition, announcement was made by the Office of Security that one member of the Certifications Branch will be transferred to the Technical Security Division. A vacancy notice has been circulated for this position.

TRENDS

Information Systems Security Group intends to continue closer liaison with the Office of Joint Computer Support and establish better liaison with the computer components in the National Photographic Interpretation Center. Regarding the latter, ISSG plans to provide guidance to NPIC in the design of their new computer system installation of which will start during the last quarter of Calendar Year 1974. Due to the number of new employees in ISSG, training will continue to be a heavy requirement of this office.

STATISTICS

Cases pending 30 June	37
Cases opened during July	45
Cases closed during July	46
Cases cancelled	2
Cases pending 31 July	34

PFB87-2

6 AUG 1974

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

SRD Work Measurement Data

FROM:		EXTENSION	NO.
████████ 25X1A			
Chief, SRD		7338	DATE 5 AUG 1974

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Chief, PPB	6 Aug 74		DB	1-3: Is this useful to us?
2.				
3. Mr. ████████	7 Aug 74		EWH	25X1A
4.				
5.				
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